



Policy Name: **Leave Policy (HQ/GE)**

Effective Date: **September 1, 2015**

Last Revision Date: **September 1, 2022**

Managing Department: **Human Resources**

Handbook Section: **Employee Benefits & Absence from Work**

Core Ministry Purpose

To advance the Gospel of Jesus and His Kingdom into the nations through spiritual generations of laborers living and discipling among the lost. It is the desire of The Navigators to accommodate as much as possible for specific needs required by employees in the event they need to be away from work.

Purpose

The purpose of this policy is to establish the various Navigator leave options for employees regarding continued pay and/or benefits when medical or personal concerns require absence from work.

Scope

This policy applies to all Navigator regular employees who meet certain eligibility requirements at Headquarters, Glen Eyrie, Eagle Lake, International Office, and any field employee classified as a Headquarters employee.

Biblical Reference

1 Thessalonians 2:8

Policy

It is the policy of The Navigators to provide leave according to each leave category's provisions. All leave taken must be approved by the employee's supervisor.

All accrued leave belongs to the individual employee and may not be transferred to another employee.

The Navigators reserves the right to modify, amend or terminate individual leave components as they apply to all future, current, former, and retired employees.

Bereavement Leave

Beginning their first day of active employment, all regular employees are eligible for ten (10) days of bereavement leave with regular pay (based on the employee's regular work schedule) when a death occurs within the immediate family, five (5) days when a death occurs within a close relationship, and one (1) day when a death occurs within an acquaintance. This includes an employee or spouse of an employee who has experienced a miscarriage or stillbirth. This benefit does not apply if the death of the relative occurs while the employee is on a leave of absence (FMLA or Disability Leave).

Time needed beyond the bereavement leave may be deducted from the employee's accrued vacation or personal

leave balance(s) with supervisory approval.

Domestic Abuse Leave

Colorado-based employees subject to domestic abuse may be eligible for time away from work. Please contact the [Human Resources Benefits Team](#).

Jury Duty

The Navigators recognizes jury duty as a civic responsibility. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

Employees must provide confirmation of juror service and will receive regular pay for the first three days of jury duty if they were scheduled to work.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from The Navigators.

All employees should submit state or governmental payment documentation to the Human Resources Benefits Team, reflecting the amount of any jury duty payments received from any governmental entities

The Navigators complies with other state regulations (as applicable). Employees residing in a state other than Colorado should contact the [Human Resources Benefits Team](#) for specific information regarding time away from work for jury duty.

Marriage Leave

Benefit eligible (working \geq 20 hours per week) employees receive two days of regular pay for an employee's marriage and honeymoon is available to employees who continue their employment following marriage. Time needed beyond the two-day leave may be deducted from the employee's accrued vacation or personal leave balance(s) with supervisory approval.

Employees who are on a leave of absence (FMLA or Disability Leave) will not receive paid marriage leave.

Military Leave

The Navigators follows the guidelines established by the Uniform Services Employment and Reemployment Rights Act (USERRA) regarding military leave. Employees who are members of the uniformed services of the United States (including the National Guard or another reserve unit) will be granted unpaid leaves of absence in accordance with state and federal law to perform military duties on a voluntary or involuntary basis.

Requests for military leave of absence must be made in writing and should include:

- Verification of the duty call from military authority
- The date the leave is to begin
- The expected date of return

Employees are advised to contact [Human Resources Benefits Team](#) as soon as possible to obtain more detailed information about military leave and to notify Human Resources of the expected departure and return dates. The [USAA Deployment Guide](#) is a recommended source to help in the process.

Benefits During Military Leave

Employees may choose to use any accrued vacation leave for all or part of the period of military service. Leaves of absence more than any available vacation leave will be without pay.

According to USERRA, employees performing military duty of more than 30 days may elect to continue The Navigators health plan for up to 24 months; however, they may be required to pay *up to* 100 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed.

In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

Job Reinstatement

Employees on active-duty training assignments or inactive duty training drills will be returned to work per USERRA legal requirements. Employees having questions may contact Human Resources for additional information.

Paid Parental Leave

Paid Parental Leave is designed for employees who have a medical or non-medical leave of absence associated with the expectancy or care of a child including maternity leave, paternity leave, and leave to foster or adopt children. Maternity leave will keep the employee's paycheck "whole" for up to ten (10) weeks. Paternity leave will pay the employee for up to two (2) weeks of leave. Adoption or Foster Care Leave will pay for up to four (4) weeks of bonding and legal affairs leave.

Eligibility

Paid Parental Leave may be available to:

- Employees who are pregnant
- Employees who recently gave birth to a child
- Employees who are grieving the miscarriage or stillbirth of a child
- Employees who are caring for a newborn
- Employees who are preparing to foster or adopt a child

Paid Parental Leave Approval

The following conditions must be met:

- The employee notifies the immediate supervisor as soon as possible of the need for a parental leave of absence and submits a written statement outlining the reason for leave and the estimated time needed.
- The immediate supervisor and Human Resources approve the leave of absence before the leave is taken.
- Eligible employees may be eligible for Short-Term/Long-Term Disability providing some compensation or income replacement for non-job-related injuries or illnesses that render you unable to work for a limited period in conjunction with Paid Parental Leave.

Additional Information:

- Employees requiring additional time off for a medical condition must review the guidelines on Family & Medical Leave Act (FMLA); if the employee qualifies for FMLA, more FMLA procedures apply. Note: Please see FMLA section in this document: [Family Medical Leave Act \(FMLA\)](#).
- Employees who are receiving or are seeking workers’ compensation benefits are not eligible for Paid Parental Leave.
- Approval of a parental leave of absence and the duration of the parental leave of absence are within the discretion of The Navigators.
- Specific plan document [here](#).

Personal Leave

Personal leave is primarily designed for employees who have personal appointments during their scheduled work time that are not possible to schedule outside office hours. Use of personal leave must be approved in advance by the employee’s supervisor.

Eligibility

Regular benefit eligible employees (working ≥ 20 hours/week) start accruing personal leave immediately.

Earning Rate/Maximum Accrual Allowed

Personal leave accrues at the beginning of each pay period.

Below is a personal leave earning table for 20-, 29- and 40-hour employees.

Number of hours scheduled per week	Hours accrued per bi-weekly pay period	Maximum hours accrual balance
20	.24	80
29	.34	80
40	.47	80

Unused personal leave hours can be carried from one year to the next; however, personal leave hours will not accrue once the allowed maximum accrual balance is reached. Accruals will resume when leave is used, and the balance drops below the maximum accrual balance.

Usage

All employees must report personal leave in the timekeeping system.

- Negative leave balances are not permitted.
- Employee’s Personal leave begins with a zero-balance. As a balance is accrued, it may be used.
- Vacation leave hours may be used when an employee’s personal leave balance is exhausted.
- Use of personal leave *may be used* for personal appointments; additional bereavement leave; domestic abuse leave; in conjunction with FMLA; inclement weather; and after exhaustion of vacation leave or sick leave.
- Unused personal leave is not paid out to employees at termination.

Non-exempt employees will be paid for the exact time reported in the timekeeping system.

Exempt employees must request personal leave in hourly increments in the timekeeping system.

Short-Term Missions Leave

The primary purpose of providing Short-Term Missions Leave is to provide an opportunity for Headquarters and Glen Eyrie staff to experience another facet of The Navigators by joining an existing Navigator-sponsored short-term mission program or trip.

Eligibility

Approval for an employee to receive short-term missions leave is currently based on the employee's work record and personal references, the leave's timing in conjunction with the department's workload and budget, and the employee's job role and responsibilities.

Discussion of the paid leave time must be coordinated with the employee's supervisor and/or approved by the department head.

Usage

A total of 12 days (based on the employee's regular work schedule) with a maximum of 96 hours with regular pay per calendar year will be granted. This time will not be "charged" as vacation; this time should be reported as a regular workweek for the employee.

Employees who participate in a short-term mission's trip while on a leave of absence (FMLA or Disability Leave) will not receive paid short-term missions leave.

Sick Leave

Important note: This policy is in relation to the 2021 Healthy Families and Workplace Act, this applies to all Colorado Headquarters, Glen Eyrie, and some Eagle Lake staff. Navigator Field staff are exempt from paid leave as they will continue to receive their salary while taking time off. Therefore, this law does not impact the benefits of Field staff working in Colorado

Eligibility

Sick leave is designed to provide paid time off for employees during personal or family mental or physical illness. Use of sick leave must be approved in advance by the employee's supervisor, except in extenuating circumstances. Please see sick leave eligibility below:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventative medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventative medical care.
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- A public official has ordered the closure of the school or place of care of the employee's child or the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

Earning Rate/Maximum Accrual Allowed

Employees will earn sick leave based on a prorated basis. See earning table below.

Number of hours scheduled per week	Hours accrued per bi-weekly pay period	Maximum hours accrual balance
20	1.85	400
29	2.65	400
40	3.70	400

** Eligible staff working <20 will accrue paid sick leave at a rate of 1 hours for every 30 hours worked.

Unused sick leave hours can be carried from one year to the next; however, sick leave hours will not accrue once the allowed maximum accrual balance of 400 hours is reached. Accruals will resume when leave is used, and the balance drops below the maximum accrual balance.

Usage

Employees can use accrued sick leave for the following safety or health needs

All employees must report sick leave in the timekeeping system.

- Negative leave balances are not permitted.
- Employee’s sick leave begins with a zero-balance.
- As a balance is accrued, it may be used.
- Personal and vacation leave hours may be used when an employee’s sick leave balance is exhausted.
- Sick leave may be used for domestic abuse, pregnancy related circumstances and concurrent with FMLA leave and/or Short-Term Disability.
- Use of sick leave may not be used for absences from work due to inclement weather, car trouble, lack of childcare, or because employees choose to be absent from work for any reason unrelated to a medical necessity or approved under the Family and Medical Leave Act Policy.
- An employee who misses four consecutive workdays due to an illness, injury or medical condition must furnish a note from a health care provider that certifies the employee’s fitness to return to work and provides any work restrictions (if applicable).
- Human Resources may require a physician’s medical certificate at any time based on the circumstances of the leave; a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care, domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other service’s needs.
- has a family member experiencing a condition described in one of the above categories.
- In a PHE, a public official closed the workplace, or the school or place of care of the employee’s child
- Unused sick leave is not paid out to employees at termination.

Non-exempt employees - must request sick leave in quarter-hour increments in the timekeeping system.

Exempt employees - must request sick leave in hourly increments in the timekeeping system.

Unpaid Leave

When an employee has exhausted, or does not qualify for, other forms of leave, the employee’s supervisor may approve, in its discretion, unpaid leave; provided that unpaid leave is typically only approved in cases of substantial medical or personal need, and where the leave can be accommodated without causing undue hardship for ministry operations, such as leave for reasonable accommodation of an employee with a disability. The employee will continue to be responsible to pay for their employee benefit premiums while out on unpaid leave.

Contact the [Human Resources Benefits Team](#) for more information.

Vacation Leave

Vacation leave is designed to provide paid time off for employees to recharge their energy away from work. Use of vacation leave must be coordinated with and approved in advance by the employee's supervisor.

Eligibility

An employee can use vacation leave as it is accrued. Although not required, it is encouraged that an employee limits the use of vacation during the first 6 months of employment unless special circumstances have been arranged with his/her supervisor.

Earning Rate/Maximum Accrual Allowed

Vacation leave accrues at the beginning of each pay period. Regular benefit eligible employees (working > 20 hours/week) accrue vacation leave on a prorated basis.

Vacation earning rate is dependent on the employee's Continuous Service Date.

Below is an earning table for 20-, 29- and 40-hour employees including years of service.

Years of Service	20-hour Employee's Hours Accrual per Bi-weekly Pay Period	29-hour Employee's Hours Accrual per Bi-weekly Pay Period	40-hour Employee's Hours Accrual per Bi-weekly Pay Period	Max Hour Accrual Balance
0 years to ≤ 5 years	1.54	2.24	3.08	260
≥ 5 years to ≤ 15 years	2.31	3.35	4.62	260
≥ 15 years	3.08	4.47	6.15	260

Unused vacation leave hours can be carried from one year to the next; however, vacation leave hours will not accrue once the allowed maximum accrual balance is reached. Accruals will resume when leave is used and the balance drops below the maximum accrual balance.

Usage

All employees must report vacation leave in the timekeeping system.

- Negative leave balances are not permitted.
- Vacation must be used before any unpaid leave can be used.
- Employee's Vacation leave begins with a zero-balance. As a balance accrues, leave may be used.
- Holidays falling within an employee's vacation period will not count against vacation leave.
- Scheduled vacation leave will not permit adjustments for sickness or other compensable types of absence during a scheduled vacation. For example, an employee who becomes ill for three days during a two-week paid vacation will not be able to claim three days of sick leave and seven days of vacation leave. A full ten days of vacation will be deducted from the employee's leave balance.
- Vacation is accrued each pay period for the whole pay period.
- Unused vacation is paid out to the employee at termination, or when the scheduled hours are reduced to less than 20 hours per week.

Non-exempt employees- will be paid for the exact time reported in the timekeeping system.

Exempt employees- must request vacation leave in hourly increments in the timekeeping system.

Disclaimer

This Policy supersedes all previous oral or written communications, representations, understandings, undertakings, and agreements by or with any entity within The Navigators. Any printed versions of this document should be used for immediate reference only. Please refer to the latest electronically approved version.

Compliance Mechanism

False representation of leave, a negative leave balance, or leave taken without advance approval by the employee's supervisor, may be subject to disciplinary action up to and including termination.

Definitions

Accrual: the accumulation of an employee's paid leave

Continuous Service Date: date that is used as a basis for vacation leave accrual rate. For rehired employees, this date is adjusted by Human Resources to combine previous years of service with the rehire date.

Immediate family: refers to a spouse, brother, sister, parent, child, grandchild, grandparent, father-in-law or mother-in-law

Short-term absence: any time away from work that lasts less than 30 consecutive days

References

[Employee Benefits Policy](#)

[Employee Classifications Policy](#)

[Family and Medical Leave Act Policy](#)

[Workers' Compensation Policy](#)